



# Washington County Buildings & Grounds Request for Proposals Consulting Engineering Service Annex I

Issued: **August 16, 2017**

Responses Due: **September 29, 2017**

Walk Through: **September 6, 2017 - 9:00 AM**

For additional information, contact Washington County Buildings & Grounds Superintendent, Matt Jones at (518)746-2457 or via email at [mjones@co.washington.ny.us](mailto:mjones@co.washington.ny.us)

**Overview:**

Washington County Buildings & Grounds Department is seeking proposals for Consulting Engineering Services. The Washington County Buildings & Grounds Department has identified an area of an existing building that could be used for additional office space. We are looking to work with a Qualified Engineer to best solve the handicap accessibility, and municipal office space issues with particular detail to the HVAC needs of building.

**Evaluation:**

Washington County will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposals
2. Relevant past performance/experience
3. Samples of work
4. Technical expertise/experience of bidder and bidder's staff

Washington County anticipates selecting at least two individuals or firms to have more in-depth discussions with, and will make an award to one of these "down-selected" individuals or firms. Washington County reserves the right to award to the bidder that presents the best value to Washington County as determined solely by Washington County at its absolute discretion.

## **Scope of Work:**

The Washington County Buildings & Grounds Department wishes to select a qualified respondent to carry out the scope of work provided below.

Prospective respondents will be required to provide Washington County with a detailed construction plan and cost associated for each phase listed below:

1. Consulting phase - Will include walk through meetings and presentations if necessary. This phase will include providing Washington County officials with multiple construction options which will be narrowed down and approved with the respondent's recommendations.
2. Planning phase – Will include the drawing of official blueprints and a proposed construction schedule.
3. RFP phase - Will include working with Washington County officials to put proposed work out to bid to potential contractors.
4. Construction Phase – Follow through until end of actual construction providing updates on timelines and answering any questions related to respondent's work.

### **Information provided by Washington County**

- Washington County will provide, on September 6<sup>th</sup>, any digital copies of structural drawings that Washington County is in possession of pertaining to the project.
- Mandatory walk through of the building for perspective respondents, scheduled for September 6<sup>th</sup>, 2017 at 9 am (call Matt Jones at 518-746-2541 to confirm attendance).
- Washington County will provide a chance during the walk through for perspective respondents to ask for further clarifications.

### **Deliverables:**

- Respondents will be required to attend the walk through meeting on September 6, 2017, with Washington County officials to gain the information needed to be a bidder on this scope of work.
- Chosen respondent will be required to provide cost estimates for each of the four listed phases separately.

## **Response Submissions:**

Respondents must include the following:

- Completed, signed and notarized non-collusive statement (attached to the end of this document).
- Proposal to complete Scope of Work outlined above including:
  - Price estimate on consultation
  - Tentative timeline for project completion
  - Deliverables to be created
- References of past clients for whom the respondent has completed similar work including brief descriptions of each project and achieved outcomes.
- Responses must be submitted by 2:30pm EST on September 29, 2017, via email in PDF form to:
  - Matt Jones – Superintendent of Buildings & Grounds
  - [mjones@co.washington.ny.us](mailto:mjones@co.washington.ny.us)

## **Response Deadlines:**

Release Date: August 16, 2017

Mandatory walk through : September 6, 2017 at 9 am - ***Please call ahead to confirm planned attendance to Matt Jones (518)746-2451***

Requests for Clarification: September 7, 2017

Responses Due: September 29, 2017

Requests for Clarification or Additional Information Deadline: September 7, 2017

- Responses to Requests for Clarification or Additional Information will be posted September 12<sup>th</sup> on the Washington County website, under the Purchasing Department at: <http://washingtoncountyny.gov/466/Purchasing> and on BidNet.
- Requests for Clarification or Additional Information should be sent via email to: [mjones@co.washington.ny.us](mailto:mjones@co.washington.ny.us) no later than 2:30pm EST on September 7, 2017, with a subject line of: Washington County Buildings & Grounds Annex 1 RFP

## NON-COLLUSIVE BIDDING CERTIFICATE

State of \_\_\_\_\_ }

County of \_\_\_\_\_ }

\_\_\_\_\_, being duly sworn, deposes and says: (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor and;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) If the bidder is an individual, the bid must be signed by that individual; if the bidder is a corporation, it must be impressed with the corporate seal, signed by an officer of that corporation, or other person authorized by resolution of the Board of Directors, and in such case, **a copy of the resolution must be attached**; if a partnership, it must be signed by one of the partners or other person authorized by a writing signed by at least one general partner and submitted with the bid or previously filed with the Washington County Purchasing Department.

I, hereby affirm under the penalties of perjury that the foregoing statement is true.

\_\_\_\_\_  
Individual Bidder

\_\_\_\_\_  
Co-Partnership

By: \_\_\_\_\_  
Partner

(Corporate Seal)

\_\_\_\_\_  
Corporation

By: \_\_\_\_\_  
Corporate Officer - Title

Sworn to before me this  
day of \_\_\_\_\_, 2017

## NOTARIZATION OF SIGNATORY

**FOR SOLE PROPRIETORSHIP OR PARTNERSHIP:**

STATE OF NEW YORK               }  
COUNTY OF                          } SS:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me personally came \_\_\_\_\_, to me known and known to me to be the person who executed the foregoing instrument, and he/she duly acknowledges to me that he/she executed the same.

Notary Public

**or**

## FOR CORPORATIONS:

STATE OF NEW YORK                }  
  } SS:  
COUNTY OF                             }

On this \_\_\_\_\_ day of \_\_\_\_\_ 2017, before me personally came \_\_\_\_\_, to me known who, being by me duly sworn, did depose and say that he/she is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in, and which executed the within Instrument; that he knows the seal of such corporation; that the seal affixed to said Instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation; and he signed his name hereto by like order.

Notary Public